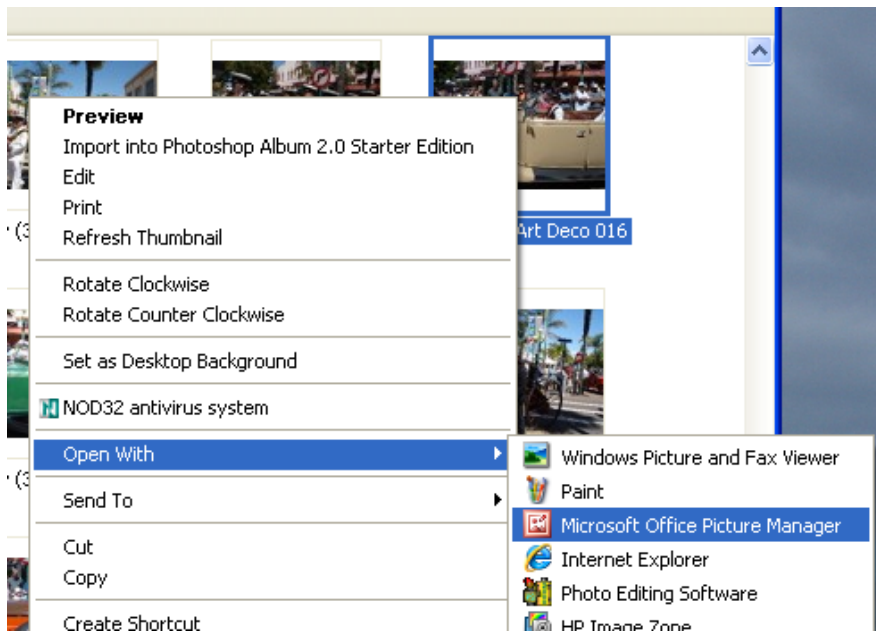


## Resizing Photos

Often you need to resize photos in order to use them in programmes such as MSPaint.

1. Right click on photo
2. Open with → Microsoft Office Picture Manager



3. Edit Pictures

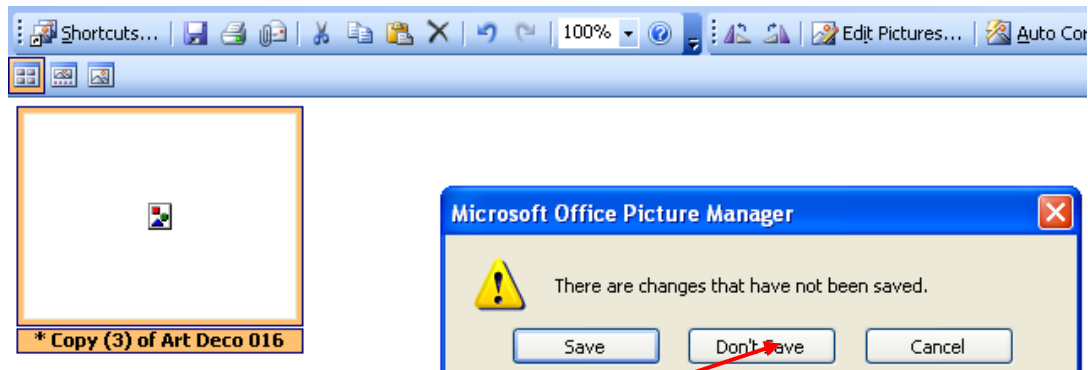


4. Choose the size you want. For example 800 x 600 is a good size for junior children to work on if you intend opening the photo to work on in MSPaint.



5. Click on the size you want and Click OK.
6. Go to File → Save As and save the resized photo as another name.

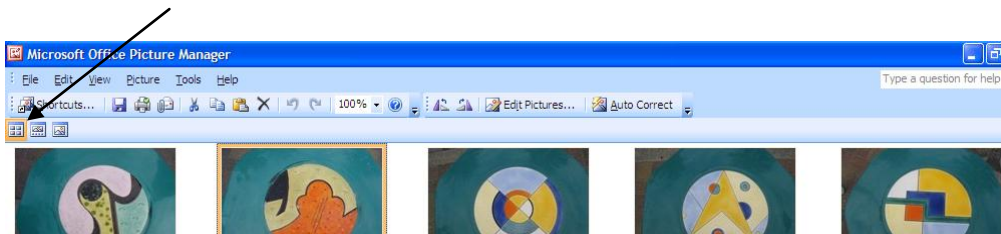
Exit the programme by clicking on the X in the top right hand corner or Exit in file menu. It will prompt you to save. Click on **Don't Save** and this will keep your original intact.



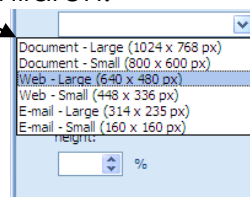
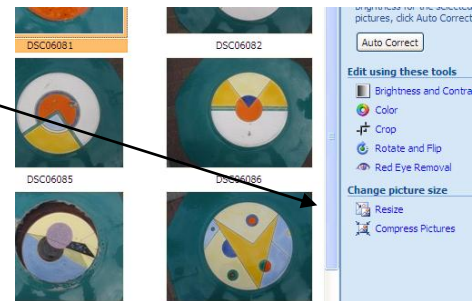
If you want to resize a whole folder of photos - e.g. a set of class photos the quickest way is to:

- Right click the folder and **Copy** and **Paste**. A new folder will appear with e.g. **Copy of Room4 Class Photos**. You can work on this folder while leaving the original folder and photos unchanged.
- Open the folder and **Ctrl A** to select all the photos.
- Right click and click on **Open with Microsoft Picture Manager**.  
**You get this option showing if you click on just one photo in 2007**

- Click on the thumbnails view to see all the photos



- **Ctrl A** to select all the photos
- **Click on Edit pictures – Resize**
- Choose - Web – Large 640x480px if photo to be painted in portrait
- Choose – Document – Small if photo to be painted in landscape, especially for younger children.



- Click on File - **Save All**. You could rename the folder **Room 4 Class photos-small** to remind yourself that these photos have been resized.